



OTTUMWA BUILDING & CODE ENFORCEMENT DEPARTMENT APPLICATION FOR RENTAL PERMIT

Ottumwa Municipal
Code Chapter 20

Address of Rental Property _____

Owner's Name _____

Owner's Mailing Address _____

Owner's Email Address _____

Owner's Phone Number(s) _____

Number of Units _____

Date Paid: _____

Date Billed: _____

Check Amount _____ Check Number _____ Cash _____

Make checks payable to City of Ottumwa, 105 E 3rd St, Room, 203, Ottumwa IA 52501

Inspection schedule for _____ at _____
Date time

1. A fee is due for each unit. This fee is for registering the property as a rental and the first rental inspection. An invoice will be mailed/emailed to you once the info is entered in the system.
2. Call our office at 641-683-0650 or 641-683-0610 to schedule an inspection.
3. This application can be mailed to the office or emailed to johnsonk@ottumwa.us or jarrd@ottumwa.us.
4. Rental inspections are scheduled on Tuesdays, Wednesdays or Thursdays.